

# Semiannual Fire Safety Self-Inspection Non-Sprinkler Equipped Classroom Checklist



Room # \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_

Room # \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_

1<sup>st</sup> 2<sup>nd</sup>

1. ☐ ☐



Check cords – don't use multiple extensions or overload outlets with adapters– keep cords neat, out of the way and in good shape. Use only UL-listed surge suppressors.



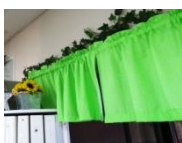
2. ☐ ☐



Uncovered, broken, or decorated outlets cause fires. Review each plug in the room to prevent decorations from covering. Keep at least 6" of space around the outlet and report damaged ones.



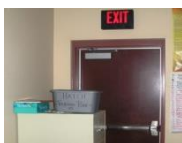
3. ☐ ☐



Any fabric that is used in a classroom must be professionally treated for flame resistance. Turn in your certificates to your school's front office. Washing the materials removes the treatment and they need to be retreated and receive a new certificate.



4. ☐ ☐



Do not block the exit(s) with anything. In an emergency, this saves lives. No desks, cabinets, chairs, tables can be put in the way of an exit. Getting everyone out of the classroom quickly is an imperative. All exits need to stay clear.



5. ☐ ☐



No combustible, storage or decoration, should be near any exit. Fire spreads quickly and a clear exit is essential. Decorations on a door can confuse people in an emergency.



6. ☐ ☐



Fire spreads quickly with too many combustibles. Do not cover more than 20% of each wall with any combination of decorations, teaching materials, or student artwork and never decorate near an exit.



7. ☐ ☐



Decorations that are not teaching materials or student artwork is limited to 10% of each wall. See reverse for more information.



8. ☐ ☐



Fire moves the quickest across the building's ceiling. No decorating the ceiling or mid air decorations like leaves or banners (this includes tents, canopies). These provide a means for the fire to reach the ceiling.



9. ☐ ☐



Don't stack items closer than 24" to the ceiling . Combustibles closer to the ceiling provide an easy path for fire to spread quickly to other areas, including exits.



### The IFC Definition

Decorative Materials: All materials applied over the building interior finish for decorative, acoustical or other effect (such as curtains, draperies, fabrics, streamers and surface coverings) and all other materials utilized for decorative effect (such as batting, cloth, cotton, hay, stalks, straw, vines, leaves, trees, moss, and similar items), including foam plastics and materials containing foam plastics. Decorative materials do not include floor coverings, ordinary window shades, interior finish and materials .025 inch (0.64mm) or less in thickness applied directly to and adhering tightly to a substrate.

In other words: Any decoration used on the walls that is not student artwork or used for educational purposes is limited to 10% of each wall. The floor, fire-rated shades, and interior finish is not part of that 10%. An example of a material less than .025 inch is paint. Fabric is much thicker than .025 inch (0.64mm) Ex. Gauze is 3-5mm, chiffon is 6-8 mm

Questions or concerns?

Email: [Firesafe.Schools@chandleraz.gov](mailto:Firesafe.Schools@chandleraz.gov)

Phone: Robin Miller 480-782-2119